

HOW TO... Add a network place

To share work with others you need a dependable network place. Jennifer Bagley explains how to find files, folders and shared resources quickly in Windows XP

Connecting computers in a network is a great way to share resources and files. There are several ways to access resources over a network. In Windows XP, the most convenient way is to use My Network Places. Here you can keep shortcuts to shared folders and other network resources, as well as websites and FTP sites. Vista uses a different approach, which we'll explain next month.

1 In My Computer, click on the My Network Places link under Other Places in the left-hand panel. By default, Windows will display an icon for each shared folder on your network. To turn this feature on or off, go to the Tools menu and select Folder Options. On the View tab, tick or untick the box next to Automatically search for network folders and printers.

2 If you have a shared folder on your network that you use a lot, it makes sense to place a shortcut in My Network Places. That way, you don't have to keep navigating through your network to reach this folder. A tutorial on shared folders is included on this month's cover disc. You'll find it quicker to use My Network Places when saving or opening files within a shared folder in any application. When you click on Save As, for example, you'll see an icon for My Network Places on the left-hand side. In My Network Places, click

on the 'Add a network place' link under Network Tasks on the left-hand panel.

3 This opens the Add Network Place Wizard. Click on Next. Select 'Choose another location' and click Next. If you know the path to the shared network folder you want to add here, enter that in the address box. To see the correct format for this, click on the 'View some examples' link. This also shows you the correct format for websites and FTP sites. Alternatively, click on Browse. This opens an Explorer-style window, in which you can navigate through your network to the relevant folder. When you've found it, click OK. Then click Next, enter a name for your shortcut and finally click Finish.

4 If you already have the folder or site you want to add to My Network Places open, you can use Windows drag and drop to add it, without having to go through the Add Network Place Wizard. Click on the Folder's icon, or website address, and drag it into the My Network Places folder. If you frequently use My Network Places, add it to your Start menu. Right-click on the Start button and select Properties. On the Start Menu tab, click on Customize. On the Advanced tab, scroll down the list under Start menu items and tick the box next to My Network Places.

HOW TO... Enter non-contiguous data

Here's a handy tip for when you're entering a lot of data into Excel cells that aren't next to each other. It is particularly useful if you are working on a large worksheet. Hold down the Ctrl key and click on each of the cells, or ranges of cells, that you will be using. You must keep the Ctrl key held down when you return to the first cell. Enter the relevant data into the first cell, and then press Enter or Tab to move on. Excel will move you only within the cells originally highlighted. This is invaluable when you are copying a lot of numbers, because it means that you don't have to stop and start to move around the worksheet.

	A	B	C	D
1	Cost Comparison	Option 1	Option 2	Option 3
2	Number of People	4	6	12
3	Number of days at resort	14	11	12
4	Flight plus hotel (half board)	£ 375.00	£ 425.00	
5	Flight insurance and airport taxes	£ 20.00		
6	Share of car hire	£ 98.75		
7	Evening meals out	£ 160.00	£ 132.00	£ 144.00
8	Channel Ferry	£ 16.50		
9	Ferry to Bilbao - car		£ 60.00	
10	Ferry to Bilbao - person		£ 57.00	
11	Patrol costs and tolls	£ 100.00		
12	Overnight stops in France	£ 60.00		
13	Share of villa	£ 116.67	£ 175.00	
14	Housekeeping kitty	£ 66.00	£ 72.00	
15	Total Cost	£ 661.75	£ 916.17	£ 950.50
16	Cost per day	£ 47.27	£ 83.29	£ 49.21
17	Least expensive total	£ 500.50		

HOW TO... Change case quickly

We've all hit the Caps Lock key by mistake, or finished typing only to find we haven't put a name in uppercase. To switch the case of text, highlight it and press Shift-F3. There are three styles available: first letter uppercase, all uppercase, or all lowercase. Hold down Shift and keep pressing F3 until you get to the style you want. In Word 2007, a new button on the toolbar lets you toggle case. In addition, with Word 2003 and 2007, you have the choice of two uppercase styles. Highlight the relevant text and select Format, Font (in 2007, select the Home ribbon and click on the Font button). In the Effects section, select Small caps or All caps.

